

NOTICE OF JOB OPENING

January 14, 2016

JOB CLASSIFICATION: Recreation Programmer

City of Benton is accepting applications for the above position in the Parks Department. A job description outlining job responsibilities and qualifications is attached to this notice.

Pay Rate: Grade 10 Range \$28,031 - \$42,047

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application is available from the Human Resources Department or a printable application is available on line at www.bentonar.org. Position closes at 5:00 p.m. Monday, January 25, 2016.

**CITY OF BENTON, ARKANSAS
JOB DESCRIPTION**

JOB TITLE: Recreation Programmer	DATE: 07/15
DEPARTMENT: Parks and Recreation	GRADE: 10
DIVISION: City General	FLSA STATUS: Non-exempt
REPORTS TO: Parks Recreation Supervisor	EEO CATEGORY: Administrative

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

GENERAL DESCRIPTION OF POSITION

The Recreation Programmer position will be responsible for organizing, planning and implementing recreation programs for people of all ages. Programs will include youth sports, fitness classes, enrichment classes, adult sports and special events. Other duties will include preparing budgets and assist in purchasing miscellaneous equipment. This position will also assist in building and maintaining partnerships with local schools and businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Plans, organizes, conducts and coordinates a wide variety of recreational and community service programs at a park, including meeting with public groups and communities to explain and promote programs; schedules activities and programs; coordinates programs with those of other departments and agencies.
2. Oversees the day-to-day operations, including janitorial, maintenance and usage, including rental, City usage and community programming of a facility.
3. Prepares a variety of reports and other documents such as operating, activity and statistical reports, promotional materials and agenda items; presents materials to interested groups.
4. Provides input into the development of budgets, including determining staffing and materials; develops fundraising campaigns and solicits sponsor and sponsorship packages.
5. Oversee rental and registration activities and ensures accurate record keeping for program receipts.
6. Maintains contacts with neighborhood groups, schools, businesses, law enforcement agencies, volunteer and other community groups and provides necessary coordination of services.
7. Instructs and supervises the work of seasonal staff, umpires, referees and volunteers.
8. Performs other duties of a similar nature or level.
9. Ability to work overtime.
10. Ability to interact with team members.
11. Working hours could vary on a weekly basis and will include nights and weekends as needed.
12. Other duties may be assigned.
13. Perform any other related duties as required and assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor Degree in Parks and Recreation Management or related field. Applicable Experience is desired.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Up to \$100,000

SUPERVISORY RESPONSIBILITIES

Supervises 10 non-supervisory employee(s). Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

COMMUNICATION

Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

ACCURACY

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Database, Programming Languages, Spreadsheet, Word Processing/Typing

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear; frequently required to stand, walk; and occasionally required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL INFORMATION

Valid Arkansas driver's license or one recognized by the state of Arkansas

While performing the functions of this job, the employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration. The noise level in the work environment is usually moderate.